

DRAFT
SANTA FE COUNTY SHERIFF'S DEPARTMENT
RESERVE DIVISION
Reserve Requirements

The Santa Fe County Sheriff's Reserve Program is a very special program even among all the Reserve programs in the State of New Mexico. The Santa Fe County Sheriff has allowed volunteers, who meet the minimum requirements, to participate in all aspects of the Sheriff's Office. This includes working as a fully commissioned Law Enforcement Officer carrying out the duties of the Sheriff's Office.

As such, in order to maintain a highly effective and quality Sheriff's Reserve Program a set of minimum standards must be met and maintained.

The use of a three tiered program permits for a variety of standards which allows individuals to contribute to the Sheriff's Office with what best fits their abilities and desires.

The level of participation is total up to you. You may choose a level which allows you to participate as little or as much as you wish. Each progressive Level comes with additional authority and access to additional equipment. However, each level comes with a minimum set of requirements to which you must commit. As the Sheriff's Office supplies you with additional training and equipment it requires a greater commitment on your part.

Your ability to maintain or comply with the requirements of a Level is totally voluntary. If you decide that you want to move to the next level, you need only commit yourself to the requirements of that level. However, if for whatever reason you are unable to maintain or comply with the requirements of the Level you have chosen, you may step back to another level that best suits you.

If the administration of the Reserve Program determines that you are not fulfilling your requirements of the Level you are assigned, you may be required to complete additional training or be assigned to a less demanding level. Subsequently you may be asked to surrender the equipment and authority of your previous Level.

The Reserve Program is broken down into 3 major tiers.

Level 1 – Reserve Auxiliary – lowest level of authority, training and equipment

Level 2 – Reserve Deputy (or cadet) – Commissioned, minimum authority, training and equipment

Level 3 – Reserve Deputy – Commissioned, full authority, training and equipment. May be issued a patrol car and may be autonomous.

Special provisions may be made for individuals with special skills, training and abilities.

Individuals with administrative rank of Corporal and above will be Level 3 Reserves Only.

Level 2 Reserves with special training and or skills may be called upon to train or advise other members of the Program.

All members are encouraged to present ideas and suggestions for the betterment of the Program.

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Level 1 Reserve Auxiliary:

This is the entry level for the Reserve Program. Individuals at this level will be required to take a class that will give them a minimal level of understanding of the operation of the Sheriff's Office and Patrol duties and responsibilities. Members at this Level will NOT be referred to as DEPUTIES. As an individual at this level you will be subject to the follow requirements:

- You will be required to complete and submit all application documents that are required for any other Deputy position.
- You will be vetted via preliminary background check.
- You may ride along with Full-time Deputies and Level 3 Reserve Deputies.
- You may participate in training activities **.
- Participation with 10-35 activities may be restricted.
- You will NOT have any law enforcement duties or responsibilities and will be along as observers only.
- You will not be armed, but you may wear body armor if you wish.
- You will be required to wear a simple uniform consisting of black trousers, black shoes, white shirt (long or short sleeves) and a name tag. If a Jacket is required, it will be black with no Sheriff insignia (??).
- You will not be given nor will you display a Deputy's badge.
- You will be given a picture ID card that will be displayed whenever you are at the Office or on a Ride-along.
- The Time requirements assessed to this level are:
 1. You must attend the required Reserve Monthly Meetings (once per month)
 2. You must do some work (or a ride along) at least once every other month. There are no minimum required hours
 3. You must turn in a Time Sheet each Month.
- There are no restrictions to the maximum number of hours you may ride along on patrol or contribute to the Sheriff's Office**.
- You must have e-mail and it is your responsibility to check it daily.
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** The availability to Ride-along on Patrol is up to the Deputies and at the discretion of the shift commander. Also, the duration of the Ride-along may be less that a whole shift.

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Level 2 Reserve Deputy:

At this level the Individual has completed the Primary Training Requirement (40-80 hours) and a minimum level of Field Training (to be determined). During the time the individual is in training (from Primary training thru the completion of the Field Training) the individual will be referred to as a Cadet.

Cadets (in the Field training phase) and Level 2 Reserves will be subject to all the requirements below as well as all requirements of the Department SOP.

- You will be required to complete and submit all application documents that are required for any other Deputy position.
- You will be vetted via a thorough background check.
- You will be issued and will maintain a complete Sheriff's Deputy Uniform including all the required equipment.
- You will have Law Enforcement Authority ONLY when they are in the presence of a Full-time Deputy or a Level 3 Reserve Deputy.
- When on duty you will be armed and displaying your badge and/or commission ID card.
- When you are at the Office you will display your badge and/or commission ID card.
- When on patrol, you will wear the full, authorized patrol uniform only.
- When participating in an official activity (not Patrol), you may wear any appropriate clothing.
- If you are participating in an official activity and you are wearing your firearm, you must display your badge and/or commission ID.
- You are NOT authorized to display your badge when not participating in an official activity.
- If you are driving a marked vehicle you will carry your firearm and display your badge.
- You are NOT authorized to carry a (concealed) firearm off duty (as an off duty law officer).
- You must attend ALL Required Training.
- You must attend The Reserve Monthly Meetings.
- You may operate county vehicles (including marked units) after have completed the required County Defensive Driving Course. You may operate vehicle only under the supervision of a Full-time Deputy or a Level 3 Reserve Deputy. You may also operate vehicles for special assignments.
- You must maintain a level of proficiency with the tasks you are assigned.
- The Time requirements assessed to this level are;
 1. minimum of 15 hours of Patrol (or other Law Enforcement duty – not including training or meetings) accrued over a two month period (e.g. an average of 7.5 hours per month). There is NO requirement to work full shifts. However, if given an assignment, you are required to complete the assignment before going off duty (unless authorized by the commander).
 2. You must turn in a Time Sheet each Month.
- It is **your** responsibility to make arrangements for Riding with a Deputy.
- If you have accepted a special assignment and you can not make it, it is **your** responsibility to make arrangements to have your assignment covered. You are also required to advise a Reserve Commander of any changes to your assignment.
- You must have e-mail and it is your responsibility to check it daily.

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Level 3 Reserve Deputy:

At this level the Individual has completed the Primary Training Requirement (40-80 hours), all required Field Training and any required advanced training. Individuals that are previously Certified Law Enforcement may require only a special abbreviated Field Training (after the Primary Training Requirement)

Level 1 Reserves will be subject to all the requirements below as well as all requirements of the Department SOP.

- You will be required to complete and submit all application documents that are required for any other Deputy position.
- You will be vetted via a thorough background check.
- You will be issued and will maintain a complete Sheriff's Deputy Uniform including all the required equipment.
- You may operate county vehicles (including marked units) after you have completed the required County Defensive Driving Course.
- You may be issued a patrol vehicle (depending upon availability).
- If issued a vehicle, it is Your responsibility to insure it is Always in good working order.
- You may use a pool car for patrol if available.
- You will have Full Law Enforcement Authority** whenever you are in service.
- You may go into service at any time (you must contact the shift supervisor before going into service)
- When you are at the Office you will display your badge and/or commission ID card.
- When on patrol, you will wear the full, authorized patrol uniform only.
- If you are called out into service in an emergency you may wear any appropriate clothing – preferably something with Sheriff's markings.
- When participating in an official activity (not Patrol), you may wear any appropriate clothing.
- If you are participating in an official activity and you are wearing your firearm, you must display your badge and/or commission ID.
- You are NOT authorized to display your badge when not participating in an official activity.
- If you are driving a marked vehicle you will carry your firearm and display your badge.
- You must attend ALL Required Training.
- You must attend The Reserve Monthly Meetings.
- You must maintain a level of proficiency with the tasks you are assigned.
- The Time requirements assessed to this level are;
 1. minimum of 20 hours of Patrol (or other Law Enforcement duty – not including training or meetings) accrued over a two month period (e.g. an average of 10 hours per month). There is NO requirement to work full shifts unless you have offered to cover a full-time deputy's shift. However, if given an assignment, you are required to complete the assignment before going off duty (unless authorized by the commander).
 2. You must turn in a Time Sheet each Month.
- If you have accepted a special assignment and you can not make it, it is your responsibility to make arrangements to have your assignment covered. You are also required to advise a Reserve Commander of any changes to your assignment.
- You must have e-mail and it is your responsibility to check it daily.
- You may hold administrative rank
- You may be a Field Training Officer for other Reserves (only)

** at the time of this draft, you may not make an arrest for a traffic violation. You must have a full-time deputy make the arrest.